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Report For Week Ending 19 November 1957  
From  
Records Center

During the week the following accessions were made:

OCR	60 Cu. Ft.
ORR	4 " "
PERS	1 " "
OSI	6 " "
MEDICAL	4 " "
OCI	1 " "
COMPT	1 " "
AUDIT	4 " "
Sub-Total:	<hr/> 81 Cu. Ft.
Finished Intelligence	37 " "
Total:	<hr/> 118 Cu. Ft.

Map Negatives	1,007 Cu. Ft.
Records Holdings	24,563 " "
Distribution Material Holdings	10,916 " "
Total:	<hr/> 36,486 Cu. Ft.

Distribution Material Disposed of at Center	12 Cu. Ft.
Distribution Material Transferred from Center	20 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	4 " "
Total:	<hr/> 36 Cu. Ft.

### Accessioning

The Center received 47 cubic feet of microfilm which had previously been housed in VM Repository.

### Reference

25X1

[ ] of OO/C reported to the Center Monday to supervise the reboxing of 58 cubic feet of OO/C material. In order to complete this project within one week, four hours overtime, for two employees Monday through Friday, has been approved. It is anticipated that this job will double in space occupied because of the extra space taken up by the envelopes.

### Disposal

The Center transported 244 cubic feet of material to the [ ] to be destroyed. The truck left [ ] at 0900 and returned at 1500, for an average of 40 cubic feet being destroyed each hour.

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[ ]  
Chief, Records Center Division

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,526	10,384	11,910 ✓
DD/P	689	8,041	8,730
DD/S	388	7,952	8,340
DD/S (Compt/Grilled Area)	57	423	480
DD/I	475	6,965	8,740 ✓
DD/I (Grilled Area)	1,085	2,695	3,780 ✓
DCI	3	27	30
Map Negative	583	1,007	1,590
<b>TOTAL:</b>	4,806	37,494	* 42,300

\* This total includes 1,080 cubic feet of emergency shelving that has been erected in the Center.

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